



St Joseph's Catholic School

Queenstown

FEES AND LEVIES POLICY

RATIONALE

Tuition fees and levies are deemed necessary to provide an effective source of revenue, to supplement Tasmanian and Australian Government Recurrent Grants and to provide sufficient funds to operate the school. The Australian Government requires the school to generate private income and not to be solely reliant on funding from Government sources. A Tasmanian Catholic Education system capital assistance fee helps to support capital projects in Catholic schools around the state. This school policy is determined by the Catholic Education Office proposal, "The Setting And Collection Of Fees In Catholic Systemic Schools" (8 May 2008), which stipulates that St Joseph's Catholic School, Queenstown establish fees according to system-wide bands, with St Joseph's being in Band.

The TCEC policy 'School Fee Assistance' governs the implementing of the family fee reduction scheme and serves as a guide when implementing other fee reductions for families in need.

AIMS

- Tuition fees and levies are formulated by the St Joseph's Catholic School Board, Principal and Staff, within TCEC guidelines, to achieve the desired level of private income that reflects the provision and maintenance of services required by the school.
- Tuition fees and levies are formulated within the perceived limits of affordability of the families at the school.
- The capital assistance fee is formulated by the Catholic Education Office, as a system-wide fee.

PROCEDURES

- Tuition fees are determined by the St Joseph's Catholic School Board from year to year and are usually set in the latter half of the year for the next school year.

- The Principal and Staff determine class levies after consideration of the needs of the school.
- In extraordinary circumstances, fees and levies may be changed during a school year. Where possible, parents will be given a minimum of a term's notice of any fee or levy change.
- The capital assistance fee is charged per family per term at a rate determined by the Catholic Education Office.
- Families are invoiced once at the start of the year and fees may be paid through direct debit procedures, by cash or cheque: Annually, in three term payments, monthly, fortnightly or weekly in negotiation with the Principal and/or Finance Administrator
- Levies are charged at the beginning of each school year.
- Families with three or more children attending St Joseph's Catholic School receive an annual tuition fee discount, on completion of a "Fee Discount Information Form" (TCEC policy).
- The school will assist families who are experiencing genuine financial difficulty. Assistance with payment may include one or more of the following: Alternate frequency of fee payments; deferred payment arrangements; reduction of fees; remission of fees. Families shall make application for assistance with payment of fees using the 'Application for Fee Assistance' form. This application form is to be accompanied by supporting evidence of families' income and expenditure.
- Applications for assistance with the payment of fees are forwarded to the Principal, who may request an interview with applicants to negotiate an appropriate arrangement for either an alternative payment strategy or reduced or remitted fees.
- Parents will be informed in writing of the decision and/or approval of the application. The letter will provide for a return copy and is to be endorsed to indicate that the agreed arrangement will only become effective on the receipt by the school of the return copy of the letter, duly signed by the parents as agreeing to the arrangement.
- All arrangements for payment of fees are deemed to be confidential.
- A holding fee may be applied if a student is absent from the school for an extended period of time. It is deemed that an extended period of time would be one month's duration or longer.

- Where a child leaves the school during a term, one half of the appropriate term's tuition fees shall be payable if he/she leaves up to the mid-point of the term, after which the full term's fees are payable.
- Where a child commences at the school during a term, the full term's tuition fees shall be payable if he/she is enrolled for more than half the term. An appropriate fee will be determined by the Principal for enrolments after the mid-point of the term.
- The Principal may depart from this guideline for pastoral reasons in specific family circumstances.
- Class levies shall be paid for all students and no refund will be made if students leave during the year.
- The process for the collection of tuition fees, the capital assistance fee and levies takes into account the necessity to maximise revenue and the need to take appropriate and timely action for the recovery of bad debts. If reminder letters or personal contact have failed to produce a positive response to the recovery of bad debts, the Principal may decide to place outstanding accounts with a collection agency, which will work on the school's behalf to recover the outstanding fees and levies.
- **The preferred process for collection of outstanding fees shall be:**
 1. By week eight of the issuing of invoice: One reminder letter.
 2. By the twelfth week of the issuing of invoice: One telephone call and/or one registered post letter reiterating the need to meet with the Principal.
 3. During the twentieth week of the issuing of invoice: One registered post letter stating that collection of outstanding school fees will be placed in the hands of a collection service within 10 days of the letter if contact is not made with the school to meet with the Principal to discuss arrangements for payment of outstanding fees with the intent of the school receiving regular payment as a matter of urgency.
- This policy will be implemented at the discretion of the Principal.

*This policy and associated practices will be reviewed as part of the
St Joseph's Catholic School policy review cycle.*

**Implemented September 2005
Amended October 2005; Amended March 2006; Amended July 2008**